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Information Management

**THE AIR FORCE PUBLICATION AND FORMS
MANAGEMENT PROGRAM DEVELOPING
AND PROCESSING FORMS**

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AFI 37-160, Vol 8, 30 November 1993, is supplemented as follows:

1.1.5. Forms developed at the USAF Academy for use by more than one USAFA organization are field forms. These are designated as "USAFA" command forms (for example, USAFA FORM 123) and are prescribed in a HQ USAFA publication.

1.1.6. Forms developed for Cadet Wing use and prescribed by Air Force Cadet Wing publications are designated as "AFCW" forms. These are Cadet Wing headquarters forms.

1.1.7. Office form numbers will be prefixed by the letter "O" with the OPR shown in parenthesis following the number (for example, USAFA FORM O-123 (OPR)). Office forms developed by a division, branch, or section may be used by any other division, branch, or section within the same USAFA mission element or staff agency. However, the form will be stocked and issued by the originating activity.

1.4.2.1. (Added) At the USAF Academy, forms with an annual use of fewer than 100 will be numbered and controlled if they cross organizational boundaries (command forms) and must be prescribed in a HQ USAFA instruction.

1.4.2.2. (Added) IMPF will not provide design support for forms not numbered or controlled because their annual use is fewer than 100.

1.4.6. (Added) Certificates and specialized folders developed by USAF Academy activities, to be used Academy-wide, will be numbered and controlled by the USAFA Forms Management Office (IMPF). IMPF encourages the use of USAFA Form 108, United States Air Force Academy Certificate (11 x 8 1/2), and USAFA Form 109, United States Air Force Academy Certificate (8 1/2 x 11), for the overprinting of individual organizational needs.

1.4.7. (Added) Teaching devices, tests, questionnaires, class critiques, and other instructional material are not subject to forms management control. The OPR will ensure form items requested as instructional material are clearly designated as such, in either the top or bottom margin of the items, and are not used for other purposes. IMPF does not provide design support for instructional material.

1.4.8. (Added) Surveys and questionnaires, such as those used to measure customer satisfaction, will not be designed, numbered, or controlled by IMPF.

2.2.1.1. (Added) The Deputy Commandant for the Cadet Wing, Administration Division (CWDA), will function as a forms management office for the Air Force Cadet Wing (AFCW) and will designate an AFCW forms manager, in writing, to IMPF.

2.2.1.2. (Added) The following organizations will designate forms monitors, in writing, to IMPF. The forms monitors will assist the USAFA Forms Manager in administering the Air Force Forms Management Program in accordance with paragraph 4.1.17(Added).

- Athletics (AH).
- Commandant of Cadets (CW).
- Dean of the Faculty (DF).
- Personnel (DP).
- Chaplain (HC).
- Logistics (LG).
- Preparatory School (PL).
- Admissions (RR).
- USAF Academy Hospital (SG).
- Services (SV).

2.2.2. Newly appointed forms monitors will contact IMPF within 30 days to schedule an orientation.

2.3.1. Coordinate with IMPF any HQ USAFA publication that prescribes or adopts a command form.

2.3.3. Activities listed in paragraph 2.2.1.2.(Added) must also coordinate with their forms monitor. Coordination must be accomplished prior to submission to IMPF.

2.3.6. For office forms, the coordinating official would be the highest ranked individual in area where form is used.

2.3.7. DD Form 67 must be fully coordinated prior to submission to IMPF.

2.3.7.1. (Added) Make sure that the table and rule from AFR 4-20, Vol II, which will be used to dispose of the new or revised form, is entered in block 13 of DD Form 67.

2.3.7.2. (Added) Approving official in block 17 is highest ranking individual in area where form is used.

2.3.10. (Added) Furnishes illustrations or artwork functional to the form.

2.3.11. (Added) Submits Duplicating Reproduction Request, in triplicate, for a 1-year supply of all new and revised forms and reprints of existing forms stocked by the originating activity.

Table 2.1., Rule 2, Column B. At the Academy, this is the Records Management Division (IMD).

Table 2.1., Rule 6, Column B. At the Academy, this is the Administrative Communications and Postal Division (IMA).

Table 2.1., Rule 8, Column B. All forms require activity Privacy Act monitor and USAFA Privacy Act Officer (IMDF) coordination.

Table 2.1., Rule 9, Column B. At the Academy, all forms require IMD coordination, regardless of filing equipment requirements.

Table 2.1., Rule 12(Added). If a form pertains to or requires optical scanning, coordinate with Academic Computing Services (DFYC).

3.1.2. There is only one prescribing directive for each form. It is the publication that first directs the use of the form. Other forms mentioned in the publication are considered "adopted" and should not be included in the forms prescribed list.

3.3.1. Send all DD Forms 67 for command and office forms through the activity Privacy Act monitor, forms monitor (if you have one), IMD, and IMDF, prior to submission to IMPF. For all command forms and any office forms collecting information going into a database, also send DD Forms 67 to SCSAS for data standardization (para 3.14 of basic).

3.3.1.5. (Added) To request an electronic version of a USAFA form, submit a DD Form 67 with a filled in sample of the form attached. Indicate which blocks are to be fillable, provide any specific fill formats, i.e., date format, and all help messages. OPR should ensure majority of users will use computers to complete the form electronically (not print blank forms and complete manually.)

3.5. The OPR of an obsolete USAFA form notifies IMPF either on the annual review or by letter if outside of the review cycle, through the activity forms monitor.

3.8. The originator's office symbol, the word "overprint," and date are not placed on certificates since it detracts from their appearance.

3.11.2. Also coordinate with your activity Privacy Act monitor.

3.14.1. The data standardization point of contact for the Academy is SCSAS. Coordinate all DD Forms 67 for USAFA command forms and any office forms collecting information going into a database with SCSAS.

3.15. The same exclusions apply to USAFA forms. The OPR of the USAFA form sends a copy of the final evaluation and the suggestion to IMPF.

4.1. The AFCW forms manager applies criteria in paragraphs 4.1.1. through 4.1.16 except as supplemented, for AFCW forms.

4.1.3. The USAFA and AFCW forms managers do not publish functional indexes.

4.1.6. The USAFA forms manager encourages the use of the Air Force electronic fax cover sheet and calendar, but organizations may choose to use such items available in standard software packages.

4.1.7. The USAFA forms manager provides design support to the AFCW forms manager.

4.1.9. The AFCW forms manager approves or coordinates on reprints or overprints of AFCW forms.

4.1.10. The AFCW forms manager does not maintain functional files.

4.1.16. The USAFA forms manager periodically visits the AFCW forms manager. Visits to activity forms monitors are done only upon request.

4.1.17. (Added) Forms Monitors. Forms monitors designated in paragraph 2.2.1.2(Added) this supplement:

4.1.17.1. Maintain a numerical file containing a copy of each current office form.

4.1.17.2. Review and coordinate on all DD Forms 67, **Form Processing Action Request**, to ensure:

- It has been fully completed to include table and rule and Privacy Act monitor coordination.
- That no higher headquarters or existing form is available for the same purpose.

4.1.17.3. Ensure office forms are used only within their organization.

4.1.17.4. Maintain a record of all print requests of office forms. AF Form 1797, **Forms Register**, may be used. IMPF will provide a list of current forms with reprint history upon request. Review and coordinate on all print requests of office forms to ensure:

- A 1-year supply is ordered. Exceptions will be granted if the form is being considered for revision or obsolescence or if storage space is limited. Include a note explaining a significant increase/decrease in usage based on past orders.
- Duplicating Reproduction Request is properly prepared and forwarded to IMPF in triplicate.
- A current printed copy of the requested office form is attached.

4.1.17.5 Coordinate and ensure overprint requests adhere to paragraph 3.8, this supplement.

4.1.17.6. Ensure obsolete forms are removed from the numerical file and existing stock is salvaged.

4.1.17.7. Ensure all offices within the organization are notified of the forms monitor appointment and of the responsibilities of the position.

4.1.17.8. Ensure Requests for Review of Forms are returned with the current status noted and signed at the division/branch chief level. (Coordinate and note the status on organizational records prior to forwarding to IMPF.)

4.4.1. Up to five copies of the current edition of the form may be contained in the folder.

4.4.2. Only the USAFA forms manager maintains a functional file.

4.12. The USAFA and AFCW forms managers will publish numerical indexes of USAFA command forms and AFCW forms, respectively, every 6 months using the format of AFIND 9.

6.17. The OPR provides IMPF a camera-ready copy of any detailed instructions for use on the reverse side of the form (on floppy disk, if possible.)

7.2.3. IMPF reserves the right to decide when excessive modification warrants the creation of a new form.

Attachment 5

PAPER-BASED USAFA GENERAL PURPOSE FORMS

Section A - Paper-Based USAFA General Purpose Forms

<i>Form Number</i>	<i>Title and Description</i>
USAFA Form 75a	Planning Schedule (17 by 11 inches)
USAFA Form 80	Folder w/AFA Seal (9-3/8 by 11-5/8 inches)
USAFA Form 80a	Folder w/Welcome to the USAFA and Falcon (9-1/2 by 12 inches)
USAFA Form 106	Certificate of Achievement
USAFA Form 108	United States Air Force Academy Certificate (11 by 8-1/2 inches)
USAFA Form 109	United States Air Force Academy Certificate (8-1/2 by 11 inches)
USAFA Form 119	Certificate of Outstanding Achievement
USAFA Form 121	Certificate of Recognition
USAFA Form 122	Certificate of Appreciation

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